



300 W. Washington Street
Greensboro, NC 27401
www.greensboro-nc.gov

Greensboro e-Procurement Supplier User Guide

Supplier Registration

April 19 , 2010

Supplier Registration Guide

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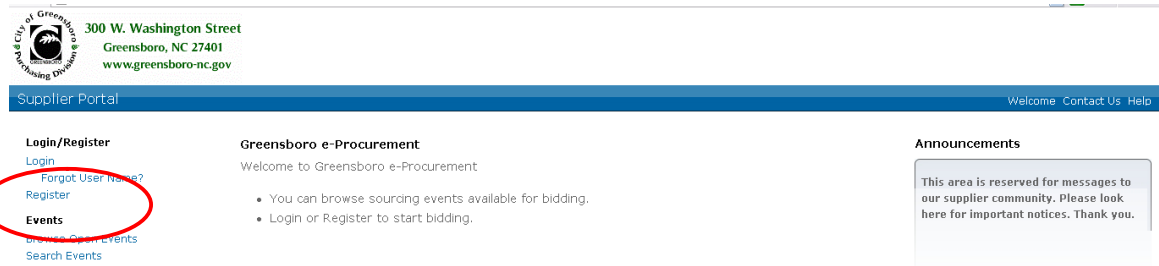
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Supplier Registration Guide

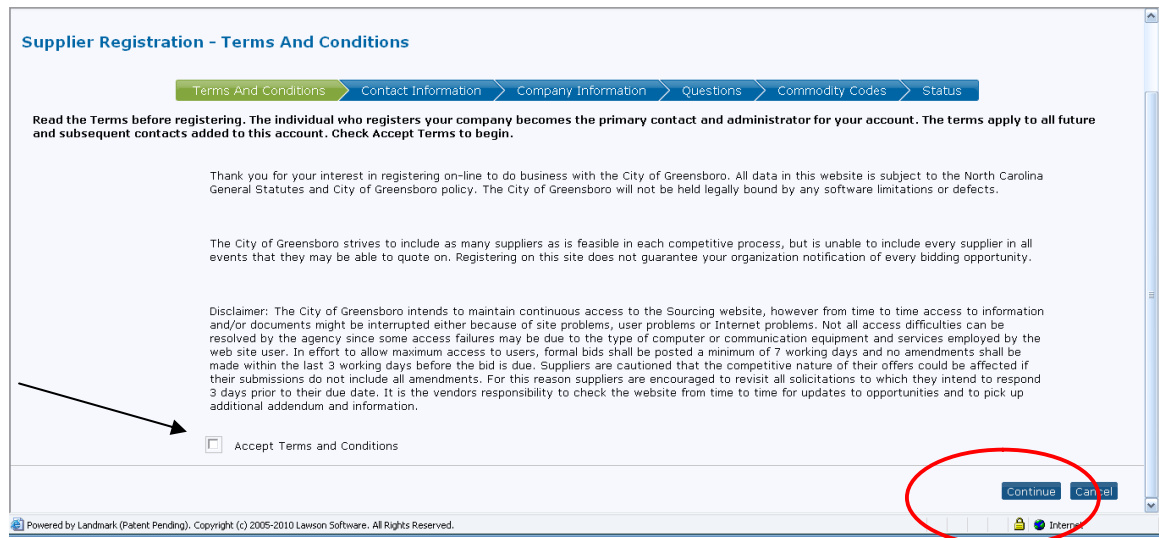
Getting Started

From the portal:

- Click “Register”.



- Read and accept terms and conditions, click **Continue** →



Supplier Registration Guide

Enter Supplier Information

The screenshot shows a web form for supplier registration. At the top, there is a progress bar with steps: Terms And Conditions, Contact Information (highlighted), Company Information, Questions, Commodity Codes, and Status. Below the progress bar, a message states: "Enter the login and primary contact information for your business. User IDs and passwords are case sensitive and space sensitive." The form is divided into two main sections: "Become A Supplier - Create An Account" and "Enter Information About Yourself". The first section contains fields for * User Name, * Password, and * Confirm Password. The second section contains fields for Title, * Given Name (First), * Family Name (Last), * Phone Number, Ext (international prefix, phone number, extension), Fax Number, Ext (international prefix, fax number, extension), and * Email Address. There is a checkbox for "Receive Email Notification" and a link "Create Email Address" for users without an email address. A legend indicates that fields marked with an asterisk (*) are required. At the bottom, there are "Back", "Continue", and "Cancel" buttons. The "Continue" button is circled in red.

Terms And Conditions > Contact Information > Company Information > Questions > Commodity Codes > Status

Enter the login and primary contact information for your business. User IDs and passwords are case sensitive and space sensitive.

Become A Supplier - Create An Account

* User Name
* Password
* Confirm Password

Enter Information About Yourself

Title
* Given Name (First)
* Family Name (Last)
* Phone Number Ext (international prefix, phone number, extension)
Fax Number Ext (international prefix, fax number, extension)
* Email Address ☒ Receive Email Notification

Don't have an email address? Create one here: [Create Email Address](#)

* = Required

[Back](#) [Continue](#) [Cancel](#)

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Note: All fields flagged with an asterisk (*) are required.

- Create your login user name. **Note:** Your login user name is case sensitive and space sensitive.
- Create your password. **Note:** Your password is case sensitive and space sensitive
- Enter information about yourself; required fields are: First Name, Last Name, Phone Number, and e-Mail Address.
- Click **Continue** →

Supplier Registration Guide

Enter Your Company Information

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300 W. Washington Street
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Supplier Registration - Company Information

Terms And Conditions > Contact Information > **Company Information** > Questions > Commodity Codes > Status

Enter your company information. Please omit dashes from tax id numbers.

Company Information

* Company Name Doing Business As
Dun And Bradstreet Business Type
* Tax Id Type * Tax Id
Website

Address Information

Mailing address

* Address Line 1
Address Line 2
Address Line 3
Address Line 4
* City
* State Province
* Postal Code
County
* Country

Remit to name and address

Remit To First Name
Remit To Last Name
☐ Check If Remit To Address Is The Same As Mailing Address
Address Line 1
Address Line 2
Address Line 3
Address Line 4
City
State Province
Postal Code
County
Country

* = Required

[Back](#) [Continue](#) [Cancel](#)

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- Enter information about your company: Required fields are: Company Name, Tax Id Type, Tax Id number, Address line 1, City, State, Postal Code, Country.
- When complete, click **Continue** →

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Answer Supplier Questions

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Supplier Registration - Questions

Terms And Conditions > Contact Information > Company Information > **Questions** > Commodity Codes > Status

Answer the following questions related to your company.

1. * Is your company a minority or female owned business?
Answer

2. If you answered "Yes" to question 1, please select the appropriate category.
Answer

Attach Document Browse...

Back Continue Cancel

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- Answer all Required questions, then click **Continue** →
- All questions with an asterisk (*) are required.

Supplier Registration Guide

Select Your Commodity Codes

The screenshot shows the 'Supplier Portal' for the City of Greensboro. The header includes the city logo, address (300 W. Washington Street, Greensboro, NC 27401), and website (www.greensboro-nc.gov). The main heading is 'Supplier Registration - Commodity Codes'. A progress bar shows steps: Terms And Conditions, Contact Information, Company Information, Questions, Commodity Codes (highlighted), and Status. Below the progress bar, instructions state: 'Select Commodity Codes to receive future bid notifications related to goods & services you provide. Click Next Page for more codes by description. If you do not select a Commodity Code, you will not receive bid notifications.' Under the heading 'Selected Commodity Codes', there is a table with columns 'Commodity Code' and 'Description'. The 'Add' button is circled in red. The table currently shows 'No data available'.

- To select the Commodity Code(s) for which you would like to receive future bid notifications, click the button labeled “**Add**”
The system will open a list of available codes.

Note: You must select a commodity code to receive notifications.

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Supplier Portal

Supplier

Available Commodity Codes

Advanced Search
Commodity Search

Search Reset Save Search

Attach To Contact Cancel

	Commodity Code	Description
<input checked="" type="checkbox"/>	005	ABRASIVES
<input type="checkbox"/>	010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/>	015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MAC
<input type="checkbox"/>	019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUT
<input type="checkbox"/>	020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CL
<input type="checkbox"/>	022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
<input type="checkbox"/>	025	AIR COMPRESSORS AND ACCESSORIES
<input type="checkbox"/>	031	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS
<input type="checkbox"/>	035	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES
<input type="checkbox"/>	037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.

First Page Previous Page Next Page Last Page

Page size: 10

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- To find the Commodity Code(s), you may:
 - Use the **Next Page** option at the bottom to scroll thru the list of codes.
 - Use the **Search** function at the top of page to locate Code(s) by entering either the specific code number or a keyword description
 - To display codes with a description that includes a specific keyword, enter only that word. Example: office
- To select the code, click in the box to the left of the Code(s) and click **Attach to Contact** in the upper left hand corner of the form. The system will return you to the Selected Commodity Codes form where you can view previously selected Commodity Codes.

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Supplier Registration - Commodity Codes

Attach To Contact Completed

Terms And Conditions > Contact Information > Company Information > Questions > **Commodity Codes** > Status

Select Commodity Codes to receive future bid notifications related to goods & services you provide. Click Next Page for more codes by description. If you do not select a Commodity Code, you will not receive bid notifications.

Selected Commodity Codes

Actions: Delete Add

Commodity Code	Description
<input checked="" type="checkbox"/> 578	MISCELLANEOUS PRODUCTS (NOT OTHERWISE CLASSIFIED)
<input type="checkbox"/> 898	X-RAY AND OTHER RADIOLOGICAL EQUIPMENT AND SUPPLIES (MEDICA
<input type="checkbox"/> 961	MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
<input type="checkbox"/> 962	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)

First Page | Previous Page | Next Page | Last Page

Page size: 10

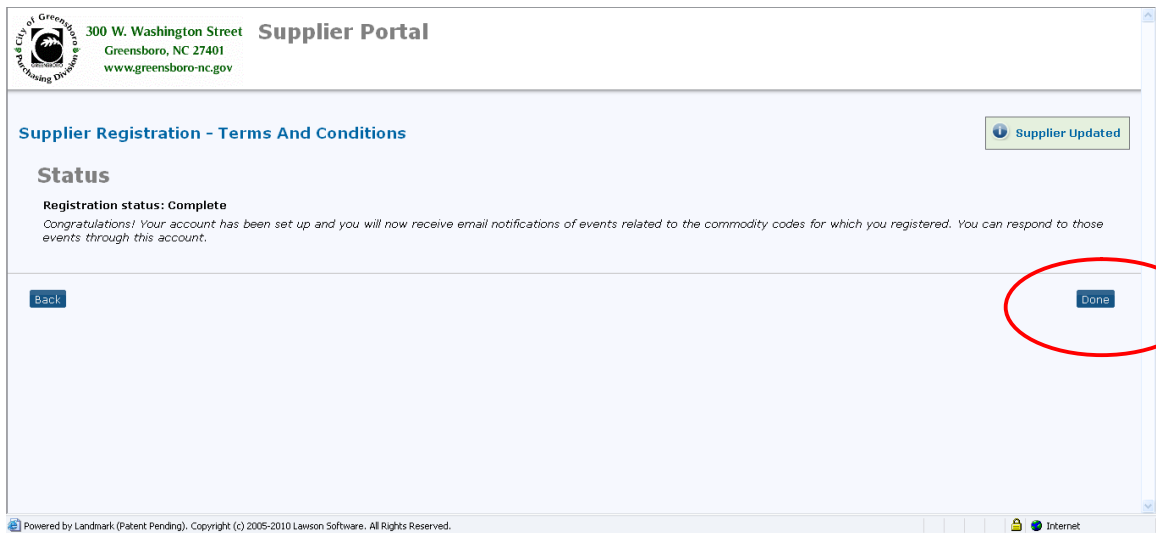
Back Continue Cancel

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- To select additional codes, click “**Add**” in left area of the form. The system will reopen the select box.
- Locate additional codes and click the box to the left of the desired Code(s).
- Click “**Attach to Contact**” to update
- When finished, click **Continue** →

Supplier Registration Guide

Complete Registration

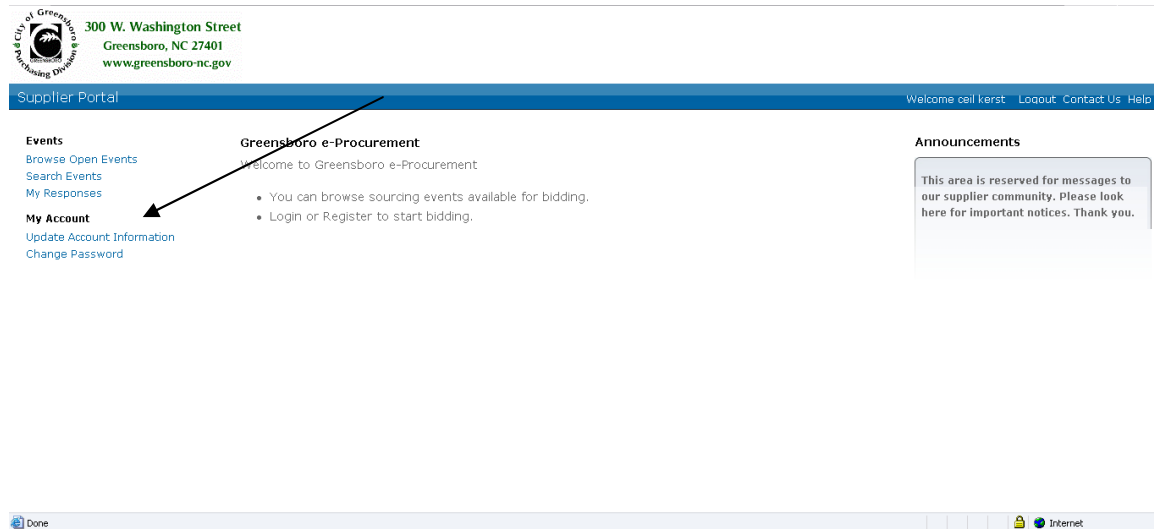


- Click **Done** to complete registration

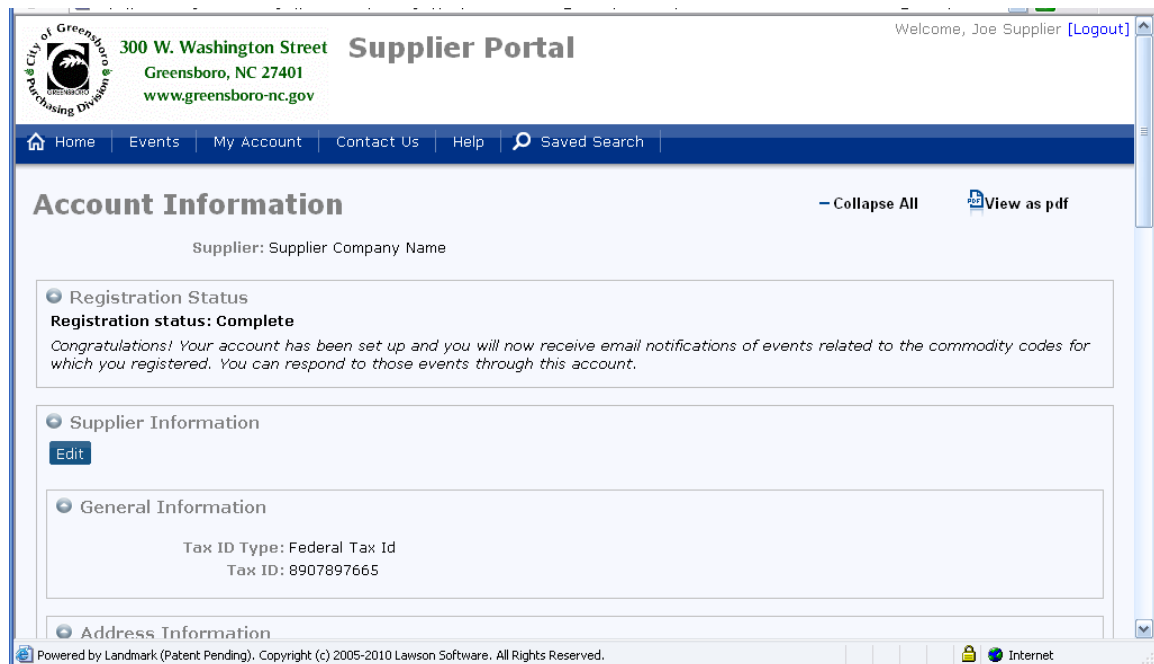
Supplier Registration Guide

Maintain Your Account Information

- To update your account information, click on **Update Account Information**



- Click **Edit** → to edit the section you need to update.



- Continue to scroll down the page till you reach your desired area to edit.
- After making updates, click **Back** →

Supplier Registration Guide

City of Greensboro 300 W. Washington Street Supplier Portal
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Welcome, ceil kerst [Logout]

Home Events My Account Contact Us Help Saved Search

Edit Commodity Codes

Back

Commodity Codes

Selected Commodity Codes

Actions Update Add Options...

Commodity Code	Description
<input checked="" type="checkbox"/> 578	MISCELLANEOUS PRODUCTS (NOT OTHERWISE CLASSIFIED)
<input type="checkbox"/> 898	X-RAY AND OTHER RADIOLOGICAL EQUIPMENT AND SUPPLIES (MEDICA
<input type="checkbox"/> 961	MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
<input type="checkbox"/> 962	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)

First Page Previous Page Next Page Last Page

Page size: 10

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- Back will return you to the page with your account information.
- Click **Home** to finish the update process and return to the Main form.

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Welcome, ceil kerst [Logout]

Home Events My Account Contact Us Help Saved Search

Account Information

Supplier: ceilz

Registration Status
Registration status: Complete
Congratulations! Your account has been set up and you will now receive email notifications of events related to the commodity codes for which you registered. You can respond to those events through this account.

Supplier Information
Edit

General Information
Tax ID Type: Federal Tax Id
Tax ID: 89801893877

Address Information
Mailing address
Address: 201 North Main

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